

EMT Record of Continuing Education for Recertification



**South Dakota Department of Public Safety
Emergency Medical Services
118 W Capitol Avenue
Pierre, South Dakota 57501
(605) 773-4031**

<http://www.state.sd.us/dps/ems>

Dear EMT,

Over the next two years you will have the opportunity to increase your knowledge and skills through continuing education. South Dakota EMT's have several resources to choose from to obtain the twenty-four CE hours needed for recertification. In order to better serve you the EMS Office will continue to provide and approve the following CE resources as they meet current requirements:

- Statewide Monthly In-service training (2 hours per month) to find a location near you, reference our web site at:
<http://www.state.sd.us/dps/ems>
- All internet hours approved through www.cecbems.org are approved through the State EMS Office for CE credit.
- CE application for training approval instructors may apply to receive state approved CE credit for classes they are instructing which will count for EMT recertification.
- Teaching of courses approved by the State EMS Office within the scope of the EMT level.
- State approved refresher courses will be posted on our website at <http://www.state.sd.us/dps/ems>. We will publish all approved courses including BTLS, PHTLS, AMLS, PEPP, PALS, and ACLS that we are notified of. This is a valuable tool for those wishing to further their education.
- The EMS Office will adopt a new policy to the EMT recertification procedure. Effective immediately EMT's will be allowed to submit their recertification materials to our office for approval as early as January 1 in the year of their expiration. Once the materials have been approved a date stamp will be placed in Section II of their new recertification booklet. EMT's will then be able to accumulate hours for their next recertification period from that date on. If books are lost or misplaced and another copy is requested then the EMT's will be responsible for obtaining their hours for the normal recertification period of April 1 to March 31st.
- Please make sure all training meets the new standard, reference our website at www.state.sd.us/dps/ems.

Recertification Guidelines for Emergency Medical Technician

This booklet is designed to assist the EMT to understand and complete the biennial (two-year) recertification requirements. Each EMT is responsible for completing and submitting the required recertification materials to the Emergency Medical Services Office. It is your responsibility as an EMT to notify the EMS office of any change in name, address, affiliation, or felony conviction(s).

The expiration date on your wallet-size South Dakota EMT certification card is your official expiration date. Recertification materials must be postmarked no later than the March 31 expiration date. Recertification materials can be submitted to the EMS office as early as January 1st in the year of their expiration.

An EMT is required to be certified to act as an EMT on an ambulance service. To avoid a lapse in your certification all materials must be received by our office no later than February 15. If a lapse in certification occurs, an EMT is not legally certified and should not act as an EMT on an ambulance service.

The recertification hours formatted in this booklet are designed to meet the requirements of the state-approved 24-hour EMT Refresher Course. The 24-hour format combined with CPR certification will allow the EMT to meet the state requirements for recertification.

It is important to know that the National Registry and the South Dakota reregistration guidelines do differ, for your convenience we have listed them both along with contact information. It is recommended that you check with the website first and if your questions are still unclear feel free to contact one or the other agencies.

South Dakota Emergency Medical Services Office

- Phone 605-773-4031
- Web Site <http://www.state.sd.us/dps>

National Registry of Emergency Medical Technicians

- Phone 614-888-4484
- Web Site www.nremt.org

Recertification Requirements

Section I, II, III, and IV must be submitted to the EMS office for recertification. It is not necessary to submit the entire booklet. In addition, making a copy for your file is recommended.

Continuing education hours are to be earned and used within the same biennial (two-year) recertification period.

A. Section I - Applicant Information

Please complete all information requested in this Section, then sign and date the Applicant's Certification box.

B. Section II – Mandatory Hours

A twenty-four hour refresher course is required every two (2) years for EMT recertification. The 24 hours listed in the “mandatory” section is designed to meet state requirements.

- Preparatory - 1 hour
- Airway - 2 hours
- Patient Assessment - 3 hours
- Medical/Behavioral Emergencies - 4 hours
- Trauma - 4 hours
- Obstetrics - 2 hours
- Pediatrics - 2 hours
- Cardiac Emergencies/AED - 4 hours (Ambulance personnel are required to have AED review every six months.)
- Electives - 2 hours

EMT's may obtain CE hours by a variety of ways including:

- State Approved Refresher Courses
- Monthly In-service Training which can be found at <http://www.state.sd.us/dps/ems>
- Internet courses approved through www.cecbems.org. All hours can be obtained through online courses approved through CECBEMS.
- State approved training courses

C. Section III – Record of Additional Continuing Education Hours

This section is not required for South Dakota recertification, but is included only as a means to record additional continuing education hours.

D. Section IV – CPR Verification

CPR verification is required of every state certified EMT. The applicant is required to tape a photocopy of the front and back of their current CPR wallet card in the boxes provided or have the instructor sign, date, and write the expiration date of the current CPR certification on the lines provided. CPR verification must include all of the following skills:

- Adult 1 and 2 rescuer CPR,
- Adult obstructed airway,
- Child 1 and 2 rescuer CPR,
- Child obstructed airway,
- Infant CPR, and
- Infant obstructed airway.

Verifications

The continuing education hours must be verified by the class coordinator, the instructor, or by a photocopy of the verifying documents; i.e., course completion certificate. Please note, if the applicant is submitting photocopies of course completion certificates, the continuing education hours listed on the photocopy must also be listed in the proper categories in Section II - Mandatory Hours.

Continuing Education Guidelines

Information pertaining to continuing education courses is available by accessing the South Dakota Department of Public Safety Web Site (<http://www.state.sd.us/dps>).

A continuing education hour is based on 50 minutes of participation. The continuing education program should be organized around the training and responsibilities of the EMT and designed to meet the following specific objectives:

- A. Enhance the Emergency Medical Technician's understanding of clinical and operational roles and responsibilities,

SECTION I: EMT APPLICANT INFORMATION

Submit Sections I, II, III, and IV for state recertification. Applications can be submitted as early as January 1 to the address on the front cover of this booklet. Please feel free to contact us with any further questions at 605-773-4031.

Note: applications not complete will be returned.

Please type or print all entries.

☐ Please check if your address changed.

Last Name _____ First Name _____ MI _____

Birth Date _____ Social Security Number _____

Mailing Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

SDEMT-B _____ Expiration Date _____

EMS EMPLOYMENT

Are you presently involved in EMS? Yes _____ No _____

If yes, what service or agency are you affiliated with?

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please attach official documentation that describes the offence, current status, and disposition of the case.

APPLICANT'S CERTIFICATION

I accept responsibility for having read all information on this form and in the booklet and understand that any misrepresentation of facts regarding my recertification requirement is cause for cancellation of the application or revocation of my certification.

Signature _____ Date _____

SECTION II: MANDATORY HOURS

DATE (M/D/Y)	Hrs.	PROGRAM DESCRIPTION (Mandatory Hours Subject Summary)	SIGNATURE VERIFICATION
PREPARATORY - 1 HOUR			
AIRWAY - 2 HOURS			
PATIENT ASSESSMENT - 3 HOURS			
MEDICAL/BEHAVIORAL EMERGENCIES - 4 HOURS			
TRAUMA - 4 HOURS			
OBSTETRICS - 2 HOURS			
PEDIATRICS - 2 HOURS			
CARDIAC EMERGENCIES/AED - 4 HOURS			
ELECTIVES - 2 HOURS			

Date Stamp

SECTION III: RECORD OF ADDITIONAL CONTINUING EDUCATION HOURS

Section III is not required for South Dakota recertification. It is included only as a means for you to record additional continuing education hours.

[illegible]

SECTION IV: CPR VERIFICATION

CPR certification can be verified below by taping a photocopy (front and back) of your current CPR card or by having the CPR instructor sign, date, and write the expiration date of the current CPR certification on the lines provided.

Photocopy of Current CPR Certification (front side)

- or -

I hereby verify the applicant has been examined and performed satisfactorily so as to be deemed competent in each of the following:

- Adult 1 and 2 rescuer CPR
- Child obstructed airway
- Adult obstructed airway
- Infant CPR
- Child 1 and 2 rescuer CPR
- Infant obstructed airway

Verifying Signature

Date

Photocopy of Current CPR Certification (back side)

Expiration Date of Current
CPR Certification

- B. Enhance skills in patient assessment and in all emergency treatment procedures within the scope of the Emergency Medical Technician,
- C. Enhance skills in the use and maintenance of all emergency medical care equipment, and
- D. Provide opportunities for discussion, skills practice, and critiques.

These objectives may be accomplished by

- 1. Group training and
- 2. Teaching classes.

A. Group training includes:

- 1. Workshops and seminars related to the required skills of an Emergency Medical Technician. Examples include CPR, airway management, extrication, patient assessment, use of equipment, refresher courses, etc.,
- 2. Local training meetings scheduled to review emergency medical services procedures. This includes protocol review and other local EMS policies and procedures review,
- 3. Training meetings where a guest speaker presents material related to emergency care procedures, medical/legal related requirements or other topics which are directly related to the function of an Emergency Medical Technician,
- 4. Demonstration or practice sessions using available life support equipment,
- 5. Community emergency exercises, disaster drills, etc,
- 6. Audio visual materials that illustrate or review proper emergency care procedures, and
- 7. Other continuing education approved by the South Dakota Emergency Medical Services Office.

B. Teaching classes includes:

1. Teaching the general public topics within the scope of the Emergency Medical Technician. Each course taught can be used once each recertification period, and
2. Teaching or coordinating EMS courses approved by the South Dakota Emergency Medical Services Office.

Mandatory Hours Subject Summary

The following outlines the general topics found in each mandatory category. The outline may not cover all topics that fall under the mandatory category. If you have a question as to a particular subject and where that subject fits, please contact the South Dakota EMS Office for assistance.

PREPARATORY - 1 HOUR

- Roles and Responsibilities
- Infection Control
- Well-being of the EMT-Basic
- Medical/Legal and Ethical Issues
- Human Body - Anatomy and Physiology
- Baseline Vitals/SAMPLE History
- Lifting and Moving Patients

AIRWAY - 2 HOURS

- Management and Ventilation
- Advanced Airway Skills (optional)

PATIENT ASSESSMENT - 3 HOURS

- Scene Size-up
- Primary Survey/Resuscitation
 - Trauma Patient
 - Medical Patient
- History Taking
- Secondary Assessment
- Communication
- Documentation
- Medical Direction

MEDICAL/BEHAVIORAL EMERGENCIES - 4 HOURS

- General Pharmacology
- Respiratory Emergencies
- Cardiovascular Emergencies (can be used in the Cardiac/AED Category)
- Diabetic Emergencies
- Allergic Emergencies
- Poisoning Emergencies
- Environmental Emergencies
- Behavioral Emergencies
- Geriatric Emergencies

TRAUMA - 4 HOURS

- Bleeding and Shock (tissue hypoperfusion)
- Soft Tissue Injuries
- Musculoskeletal Injuries
- Head and Spinal Trauma

OBSTETRICS - 2 HOURS

- Emergency Childbirth
- Childbirth Complications
- Gynecological Emergencies

PEDIATRICS - 2 HOURS

- Pediatric Anatomy and Physiology
- Pediatric Airway and Oxygen Administration
- Pediatric Assessment
- Pediatric Management
 - Trauma Patient
 - Medical Patient
- Child Abuse and Neglect
- Pediatrics with Special Needs

CARDIAC EMERGENCIES/AED - 4 HOURS

- **AED, ambulance personnel are required to have AED review every six months.**
- Cardiac Anatomy and Physiology
- Cardiac Compromise
- Cardiac Arrest
- AED Operations Review

ELECTIVES - 2 HOURS

- Other EMS Related Courses
- EVOC
- Extrication
- CPR Instruction

Note - The South Dakota EMS Office does not accept the following as continuing education hours:

- Home Study Programs
- Performance of Duty
- Volunteering with EMS Agencies
- Clinical Observation
- First Aid/Safety Courses

Insurance

The State of South Dakota does not require the Emergency Medical Technician to have malpractice insurance. Insurance is an option open to the individual and the local agencies.

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